



RESOLUTION NO. 2021-24
RESOLUTION NO. PFA-02
ORDINANCE NO. 2021-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

APRIL 28, 2021

- Directors Present: Jeff Davidson, President
Cindy Secada, Vice-President
Scott Ratterman, Director
Bertha Underhill, Director
Russ Thomas, Director
- Staff Present: Michael Minkler, General Manager
Matt Weber, General Counsel
Rebecca Hitchcock, Clerk to the Board
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Stacey Lollar, Human Resources Manager
Jessica Self, External Affairs Manager
Brad Arnold, Manager of Water Resources
Pat Burkhardt, Construction and Maintenance Manager
Jared Gravette, Construction Inspector Sr.
Tiffany Burke, Administrative Technician Sr.
Kevin Williams, Civil Engineer
Kate Jesus, Engineering Coordinator
Richard Hibbard, SEIU President
- Others Present: John Woodling, Project Manager, GEI
Maria Pascoal, Engagement & Outreach, GEI
Ellen Cross, Facilitation, Strategy Driver, GEI

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 1:03 p.m. and led the pledge of allegiance.

2. PUBLIC COMMENT

There was no public comment.

3. **CONSENT AGENDA**

MOTION: Directors Secada/Ratterman–Approved Consent Agenda Item:
3a as presented.

3a Report on the Monthly Investment Transactions for March 2021
(Rebecca Callen, Director of Administrative Services)

AYES: Directors Secada, Ratterman, Underhill, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

4. **NEW BUSINESS**

4a Discussion/Action regarding Adoption of the District’s 2021-2026+ Strategic Plan
(Michael Minkler, General Manager) **RES 2021-24**

MOTION: Directors Underhill/Secada-Adopted the District’s 2021-2026+ Strategic Plan

DISCUSSION: Mr. Minkler introduced John Woodling from GEI. Mr. Woodling thanked the Directors for the opportunity to assist the District with the creation of the 2021-2026+ Strategic Plan. He explained that the GEI team helped move the process along but staff’s time investment created the final document. He also mentioned how meaningful it is to have the Board President, General Manager, and Union President sign on to the plan. Ms. Cross stated that it was very impressive to have the participation of the Union President. Mr. Minkler stated that the requested action of the Board is to approve the final Strategic Plan. There was a brief discussion between the Directors regarding the item. Director Secada would like to see future reports on how the District is using this document on a day-to-day basis.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Underhill, Secada, Ratterman, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

4b Discussion on Public Review Draft of 2020 Urban Water Management Plan Update
(Brad Arnold, Manager of Water Resources)

DISCUSSION: Mr. Arnold announced that the Draft 2020 Urban Water Management Plan Update is out for public review. He explained the concepts that were updated in the plan as well as some new requirements. He reviewed the legal notices that have been sent out and the timeline for adoption of the plan.

PUBLIC COMMENT: There was no public comment.

This item was for information only; no action was taken.

4c Discussion/Action regarding Awarding Contract for the District’s Auditing Services
(Rebecca Callen, Director of Administrative Services) **RES 2021-25**

MOTION: Directors Ratterman/Thomas-Awarded the Contract for the District's Auditing Services to Richardson & Company, LLP

DISCUSSION: Ms. Callen reviewed the proposals that were received in response to the request for proposals for Auditing Services. Staff recommended Richardson & Company, as they most closely meet the needs of the District and requests the Board award a three-year contract for auditing services in accordance with their proposal. While Richardson & Company has been the District's Auditor for the last several years, their proposal allows for the rotation of senior staff to meet the requirements of the District's Financial Management Policy 5.13. There was discussion between the Board and Ms. Callen regarding the proposal.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Thomas, Secada, Underhill, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

4d Discussion/Action regarding the purchase of Maintenance and Warehouse Building Pre-Engineered Metal Building CIP #11101
(Kevin Williams, Civil Engineer) **RES 2021-26**

MOTION: Directors Ratterman/Underhill-Approved the Purchase of the Maintenance and Warehouse Building Pre-Engineered Metal Building

DISCUSSION: Mr. Williams stated that a Request for Proposals (RFP) for the Maintenance and Warehouse Pre-Engineered Metal Building Package included a 9,600 square foot (160'x60') metal building shell complete with doors, windows and metal partisan wall separating the mechanics area from the warehouse area. The building and foundation design is included with the building package purchase. He explained that staff has found the bid from The Steel Builder to be the lowest responsive and responsible proposal fully conforming to the requirements of the RFP. Staff recommends awarding the Maintenance and Warehouse Pre-Engineered Metal Building purchase to The Steel Builder, of Chico, CA in the amount of \$135,488. There was significant discussion about the proposal, additional expected costs, and price increases on metal buildings. Mr. Williams explained upon receiving the metal building design drawings from the building manufacture, the District will be applying for a Building Permit. During the building permitting review period the District will be soliciting a construction bid for the building pad, concrete slab/foundation and building erection. Project completion is anticipated to occur before the end of FY 2022-23.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Underhill, Secada, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

4e Discussion/Action regarding Renewal of the Lease Agreement for the Courtright/Emerson Memorial Ballpark at White Pines
(Michael Minkler, General Manager) **RES 2021-27**

MOTION: Directors Secada/Underhill-Approved the Renewal of the Lease Agreement for the Courtright/Emerson Memorial Ballpark at White Pines

DISCUSSION: There was no discussion on this item.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Secada, Underhill, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

5. OLD BUSINESS

5a Discussion/Direction regarding Presentation of the Quarterly Investment Reports
(Rebecca Callen, Director of Administrative Services)

DISCUSSION: Ms. Callen addressed the Board regarding the Quarterly Investment Reports. The District has started transitioning part of the treasury to Chandler Asset Management for investing. With this shift, the treasury is now separated into a passive investment model, focusing on LAIF (Local Agency Investment Fund) and an active portfolio under Chandler. The Board has the option to receive the reports, included with this item as a formal presentation, have the formal presentation made to the Finance Committee, or receive a report on consent quarterly for review. The monthly investment activity will continue to come to the Board the second meeting of every month. The Board spoke to Ms. Callen about their preferences on receiving this report. They gave Ms. Callen direction to take the presentation to the Finance Committee each quarter and to the full Board once a year.

PUBLIC COMMENT: There was no public comment.

This item was for information only; no action was taken.

6. REPORTS

6a General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) he attended a Voluntary Agreement Workshop; 2) the CPPA Board meeting announced there would be a 6% rate increase; 3) staff is in budget and CIP preparation mode; 4) there is a White Pines Lake cleanup day on May 1, 2021; and 5) preparations are being made for an in-person town hall meeting.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill wished Director Davidson a happy birthday and asked about the timing of the ACWA JPIA rebates.

Director Ratterman discussed the upcoming Mountain Counties meeting on May 14th and the CAMRA meeting on May 19th.

Director Thomas reported that he attended the Calaveras County Parks and Recreation meeting.

Director Secada would like to see the District create payment terms for rate payers that have past due balances.

Director Davidson thanked everyone for the birthday wishes and congratulated Director Underhill on her quick recovery from knee surgery.

8. NEXT BOARD MEETINGS

- Wednesday, May 12, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, May 26, 2021, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 2:33 p.m. Those present were Board Members: Russ Thomas, Cindy Secada, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager (for item 9b), Michael Jarvis, LCW (for 9b) and General Counsel, Matt Weber.

9. CLOSED SESSION

- 9a Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation-Government Code § 54956.9(d)(2)-1 case

- 9b Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar and Michael Jarvis Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:59 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at approximately 4:00 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board